STANDING ORDERS

of the Alliance of European Voluntary Service Organisations

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INTRODUCTION

Since its foundation in 1982 many decisions and rules of the Alliance of European Voluntary Service Organisations were always based on the Constitution and the practical interpretation of the Constitution by its members.

EC developed the Standing Orders in 1993. The Standing Orders contain several procedures and unwritten rules in the Alliance and interpretations of the Alliance Constitution, which are frequently used. The Standing Orders are meant as a set of rules and guidelines to help the members and the Executive Committee at the GA and through the year.

According to article 4.12 of the constitution Alliance can have "Rules of Procedures" for all kind of activities which are not described in detail in the constitution.

The Standing Orders may be amended or replaced by a General Assembly. Any proposal from Members Organisations or Necessary Action Groups (NAGs) or Teams to amend the Standing Orders should be submitted in written form to the General Secretary and to the NAG organising the GA at least two weeks in advance of the General Assembly, which will consider the motion. The General Secretary in collaboration with the NAG organising the GA will circulate the received proposals to the members two weeks prior to the General Assembly.

The amendments come into action after the rise of the General Assembly.

0. RULES OF PROCEDURES

The General Assembly may decide on "Rules of Procedures" to accommodate for anything not being settled in this constitution (article 4.12).

"Rules of Procedures" will be decided upon by a two/third majority, abstentions counted (article 4.12).

Explanation article 4.12:

□□ *the "Rules of Procedures" of the Alliance constitution will be named Standing Orders.*

□□ *there has been a vote on new proposals and amendment for the Standing Orders at the GA.*

□□ *to accept the Standing Orders two/third of the members have to vote in favour of the proposals.*

The abbreviations in the Standing Orders being used are:

GA = General Assembly
GC = General Conference
T-REX = Teams Representatives EXpo
NAG = Necessary Action Group
CoI = Community of Interest
P= President
GS= General Secretary
T = Treasurer
M&E = Monitoring and Evaluation

1.TEAMS AND SECRETARIAT

1.a Tasks of the members of the Teams

Teams:

The role of the Alliance Teams members is to supervise the

implementation of the Alliance Plan of Action and Strategic Direction. They are responsible for the sustainability of the network.

- represent the Alliance in meetings, and insure feed back into the Alliance
- co-ordinate non-Team members involved with the point of Plan of Action
- co-ordinate working groups appointed by the General Assembly
- confer with hosting organisations on preparation of events
- insure accurate production of the GA minutes or other constitutional meetings
- stimulate strategic developments of the Alliance
- collect the proposals for constitutional changes
- encouraging new membership
- ensure the continuity of respective position in the Teams by recruiting and preparing new members to carry the duties after new entries to the Teams.

Their mission is to underpin the work of the NAGs in implementing the yearly PoA and of the CoIs in bringing forward the priorities of the Strategic Direction. They have a support, monitoring and evaluation role towards NAGs and CoIs, and in this sense they are key to the capacity building of people involved in the Alliance. They also implement some permanent tasks that require a longer term commitment and more specific expertise. They are in charge of providing the GA with adequate means and information in order to make informed decisions regarding the yearly Plan of Action, the Strategic Direction, Teams composition, membership issues and all other topics the GA is dealing with. They can use whatever means they want in order to achieve their missions: they don't have to ask the permission of the General Assembly for every single action they want to take, as long as it helps to fulfil their missions without endangering the Alliance financial or other situation.

Teams must suggest/call the creation of NAGs and CoIs in order to ensure the survival and the development of the Network. They have as few tasks to deal with on a regular basis as possible, as their main mission is to provide support for the NAG's and CoI's. On the other hand, they have a specific field of expertise the NAG's and CoI's can count on in case of need.

The President, General Secretary and Treasurer are elected directly by the General Assembly through a separate procedure. All full member organisations can candidate individuals for one of the three positions, whether they are already Team members or not. Once the GA elects P, GS and T for a two-year mandate, they automatically enter the 3 following teams.

The three positions of President, General Secretary and Treasurer have the role of external legal representation of the network towards instutions, donors, and banks. For internal procedures, the role of these three positions is to validate and formally ensure that basic constitutional aspects of Alliance life are taking place as foreseen in the constitutional documents.

It is recommended to appoint candidates to these positions as following:

● President from Monitoring & Evaluation Team

● General secretary from Internal Affairs Team

● Treasurer from Financial Management Team

The President, General Secretary, Treasurer have to represent 3 different member organisations.

Their specific role is detailed in Art. 6 of the Constitution.

Team Monitoring & Evaluation

Responsible for overseeing the on-going processes, suggesting improvements based on the reflections and evaluations of the PoA, NAGs, CoIs, Projects. The elected President automatically becomes part of this Team.

● Hire, coordinate, connect, mentor and monitor the Secretariat. It includes preparation of the contracts for the staff, together with the Financial Management Team

● Employment of the staff is done through the appointed member organization

● Organise the Teams Representatives Expo (T-REX)

● Launch the Call for NAGs, coordinate, connect and mentor the NAGs, in collaboration with the other Teams

● Reports to the GA about the lessons learnt, process-oriented achievements and challenges from NAGs and Teams, in cooperation with the concerned bodies:

   o A report on the actions of Alliance bodies during the past year

   o A report on the past Plan of Action the achieved results and indicators of success for the entire PoA

   o A Plan of Action for the next year

   o A list of persons legally representing the Alliance

   o A list of persons participating in each Team

● Monitor the PoA during the year
● Ensure there is a process of developing a Vision of the network:
   o articulated in the Strategic Direction
   ○ to be endorsed by its members at the General Assembly

● Ensure the development of a strategic planning for the network and a continuous improvement process
● Develop guidelines for Monitoring and Evaluation at every level of the network

Team Internal Affairs

Responsible for the internal procedures of the Network, ensuring smooth coordination and communication among the members, partners and guests of the Network. The elected General Secretary automatically becomes part of this Team.

● Coordinate, connect, mentor guests, partners and members (from application stage

till full/associate membership, partner and guests evaluation).

● Handle membership applications and resignations and inform the General Assembly about it

● Encourage participation of members to the governance and life of the network

● Establish and implement effective conflict resolution procedures for issues arising within the Alliance network among organisations.

● Distribute information to the members about Assemblies, events, internal life of Alliance throughout the year, in between GAs (e.g. e-vote, membership issues, constituonal issues etc.)

● Produce the monthly newsletter for the members (staff)

● Manage the main Alliance email address, answering directly or forwarding all messages to the relevant bodies/positions.

● Keep the contact details of member, partner and guests updated along the year + invitation list for Alliance events

● Involvement of new IVS organisations to the network.

Financial Management Team

Responsible for the financial aspects and processes of all levels in the Network. The elected Treasurer automatically becomes part of this Team.

● Practical arrangements of the administrative grant applications (E+ admin, EYF structural grants), supervision of the NAG in charge.

● Support the NAG's in the area of preparing contracts/agreements for projects and events hosts

● If needed, to support the NAG's and CoI's when preparing the financial and administrative part of their grant applications

● Ensure that the admin and Financial reports on implementation of the E+ admin, EYF structural grants are prepared (supervision of the NAG in charge)

● Ensure the Communication with the donors (E+, EYF, etc) connected to the received grants

● Administer the membership fees and contributions

● Make all investments necessary according to the budget for the achievement of the objectives of the Alliance and shall give an account of such investments at the following General Assembly

● Reports to the GA:

     o   Past year Budget

     o   Ensure that the internal and external auditor reports are ready

● Budget for the next year and possible statement about proposals to change the size of the annual subscription

● Collect/receive the membership fee intime and before the organisations can

vote at the next General Assembly

● Keep track of the financial aspects of the activities of the network and report it

during the T-REX

● Be responsible for the day to day finances: to supervise the day to day accounts, to keep the accounts of the Alliance, to accept and make payments on behalf of the Alliance

     •   Bookkeeping, preparation of accounts, collection of Financial evidence, payments, monitoring cash flow and cash box, financial conditions, reimbursement procedures, hosting standards (staff)

● Preparing contracts for the Staff together with M&E

Team External Affairs

Responsible for the external relations and connections of the network. Managing the relevant memberships (such as YFJ and CCIVS).

● To support CoI's and NAG's in anything related to External Affairs topics

● Represent Alliance - or ensure that someone is going - to events considered important by the Team.

     ○ IVS: CCIVS (GMIVS, GA), GMLTV

     ○ YFJ: (GA, COMEM)

     ○ SALTO: Advisory Group of the ESC Resource Center

     ○ EU: E+ info sessions, etc.

     ○ CoE: AC, PC, EYF

     ○ Fill in surveys from CCIVS, YFJ or other institutions (staff)

● Coordinate external relations activities, e.g. ensure preparation of Alliance representatives

● Support advocacy, lobby, external affair actions connected to Alliance events

● Be the general contact point for:

     ○ membership: CCIVS, Youth Forum Jeunesse (YFJ)

- external relations: sister networks (NVDA, SCI, ICYE, IBO, AVSO,SEEYN)

- donors and stakeholders: Council of Europe, European Commission, UNESCO, CEV, etc.

● Share communication with members coming from external partners, such as project proposals, participation on events, campaigns, news, etc.

● Share communication externally towards the important stakeholders

Team Knowledge Hub

Establish an effective and accessible knowledge management system and maintain it. Ensure that existing knowledge and/or previous experience can be easily reused, avoiding extra work done
because of reinventions or parallel procedures. Facilitate the exchange of information between the Alliance bodies and members.

- Manage Alliance archives

   ○ Collect and archive the outcomes and reports from official Alliance events and meetings

   ○ Keep up-to-date and allow proper flow of information within the network

   ○ Provide information and documents from the archives upon request

- Manage the website (www.alliance-network.eu)

   ○ update the website www.alliance-network.eu with the latest developments and documents from the network

   ○ Be responsible for the content

- Ensure proper flow of information, sharing results, organize learning events/meetings by keeping in touch with the Teams, NAGs, CoIs and members

- Get in touch with the newly formed bodies to pass the lessons learnt and existing knowledge to them (in order to avoid double work and enhance efficiency)

- Promote the existing Alliance tools

- Maintain and update the online and offline knowledge management systems

- Ensure proper registration of official Alliance's documents, they are saved and accessible

- Ensure coherence between Constitution and Standing Orders, when amended

- Prepare the Decision List and minutes of the General Assemblies

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- Ensure that GDPR rules are applied throughout all procedures

- Maintain the Central Archives at the administrative address of Alliance

    - Keeping hard copy documents until it is legally bound (e.g. E+ 3-5 years)
    - Presenting it to interested parties ensuring international standards
    - Regular updating of the files

Team Education

Implementing and ensuring high quality of the educational aspects of the network by following the Alliance Educational Framework.

● Provide an educational reference person to each Alliance events (JM, TM, GA, etc.)

● Encourage the Alliance bodies for the use of non-formal educational methodologies in Alliance events

● Ensure that the needs of the members are taken into account at the level of education within the network, for example by using the Alliance Educational Framework

● Ensure that the capacity building takes place within the network at the different levels mentioned in the Alliance Educational Framework

● Make sure the projects' content are connected to the Alliance Strategic Direction and plan of Action

● If needed, support the NAG's in creating the pedagogical and strategic content of the grant applications (E.g. E+ admin, EYF structural grants, etc.) and CoIs in preparing other project applications.

Team Data

Gathering, organizing and communicating data that is provided by the members and groups. Mostly works with the statistics, impact measurement and the Alliance Placement Tool.

● Collect the yearly statistics from the members through the e-statistic tool and make the yearly statistics report

● Establish an effective impact measurement process, a way to extract the information gathered

● Managing and maintaining e-tools (APT, e-statistics, Google Workspace, email lists,

newsletter tool, etc.)

● Take care of the interoperability of the placement tools

● Make sure to involve needed level of IT expertise, either by the Team members or externally

● Investigate for new tools and development related to digitalization

Team Interface

Maintain the "brave space" of the Network by involving, connecting and enabling members' – especially young peoples' - ideas and initiatives aiming to contribute and improve Alliance. Channelling it into Community of Interests. Mentor the existing CoIs, ensure their voices are heard during the GA.

● Coordinate, connect and mentor and reference point for the CoIs
● Inform about Alliance and possibility of CoIs and makes sure it is distributed within the organisations as wide as possible, beyond the people who are usually a ending on Alliance meetings
● Explain and promote the Strategic Direction and its priorities and make it accessible
● Outreach, connect and motivate people to implement their ideas connected to Strategic Direction

● Keep track of the new ideas which arise in
different Alliance meetings in any level, encourage the key people to create CoIs and implement the ideas
● Promote, receive and evaluate the applications and reports of the CoIs
● Inform the GA about the CoIs' activities and put proposals forward on behalf of the CoIs

1.b Tasks of Alliance Secretariat

Staff

The role of Alliance Staff is to support the Team members.

Concrete tasks and duties will be defined by contracts, signed with the

organisations responsible for providing their functions. The Alliance Staff

are included in the Teams and ensure a long-term stability of these bodies.

1.c Alliance Team Members Candidatures

Alliance Team Members candidatures have to follow deadlines and mandate forms.

Intentions for Team positions should be submitted prior to the GA until the given deadline on the designated form, accessible to the related Teams and transparent to all the member organisations.

In case there is no candidate by the deadline for open Team positions until GA, Member organisations must put forward candidates before the approval of the composition of the Team members. The GA stays open until there is at least 1 member for 2 years in each Team.

2. MEMBERSHIP

2.a Application for membership

Specific criteria for candidate membership

To become a candidate member of the Alliance all general criteria and specific criteria for candidate membership have to be met:

The organisation has carried out international voluntary service in its own country for at least two years and has had an exchange relationship with Alliance members for at least two years (article 3.5).

Explanation of article 3.5:

☐☐*the organisation needs to have had an exchange with other Alliance members; i.e. the organisation has sent people to volunteer projects of Alliance members and the members have sent people to the volunteer projects of the organisation.*

☐☐ *the organisation can have any national identity (European or non-European).*

The applying organisation will be sent information of the Alliance on:

- the Constitution of the Alliance.
- the general information (brochures and annual report) of the Alliance and the voting procedure (see: 5. Voting procedure).

Specific criteria for associate membership

To become an associate member of the Alliance all general criteria and specific criteria for associate membership have to be met:

i. The organisation is situated in a Non-European country (article 3.4.ii).

ii. The organisation has carried out international voluntary service in its own country for at least two years and has been a candidate member of the Alliance for at least the two years before applying for associate membership (article 3.4.i).

The applying organisation will be sent information of the Alliance on:

1. The Constitution of the Alliance.
2. The general information (brochures and annual report) of the Alliance and the voting procedure (see: 5. Voting procedure)

Specific criteria for full membership

To become a full member of the Alliance all general criteria and specific criteria for full membership have to be met:

☐☐ the organisation is situated in a European country (article 3.3).

☐☐ the organisation has carried out international voluntary service in its own country for at least two years and has been a candidate member of the Alliance for at least the two years before applying for full membership (article 3.3).

Application

Written applications for membership have to reach the Team Internal Affairs at least six weeks in advance of the date of the General Assembly (article 3.6).

Team Internal Affairs must inform the member organisations of the Alliance at least four weeks in advance of the General Assembly about the organisations that are applying for membership (article 3.5).

Explanation of article 3.5:

The application for membership must contain the following items:
□□ *request for membership*
□□ *which type of membership*
□□ *name of the organisation, name of the country, legal status*
□□ *activities of the organisation*
□□ *description of the organisation's general activities for youth*
□□ *description of exchange activities with Alliance members:*
□□ *activities concerning sending people abroad for the last two years,*
□□ *activities concerning receiving people in own projects for the last two years*
□□ *constitution of the organisation*
□□ *evidence of the legal recognition of the organisation in the country*

This has to be done by the organisations, which apply for candidate membership, as well as the organisations, which apply for associate or full membership. Although Alliance members will know the organisation, which applies for associate or full membership the organisation has the obligation to define its activities during the period of candidate membership.

Organisations, which want to apply for membership, have to fill in the Alliance application form (Appendix 1: Alliance questionnaire for membership).

If candidate members want to obtain associate or full membership, they have to apply for I t after 2 years within a 5-year period of membership; this means, there will be a voting on the request for associate or full membership.

Candidate members will not automatically become associate or full members after two years of candidate membership.

Team Internal Affairs will discuss the application of an organisation and check if the application of the organisation is susceptible. Team Internal Affairs cannot refuse an application by itself. Every application has to be discussed in the GA, apart from the advice and ideas of the Team Internal Affairs.

The Team Internal Affairs may formulate an (oral or written) explanation towards the member organisations of the Alliance if, and how, the organisation meets the criteria for membership.

The Team Internal Affairs will always invite the candidate for the General Assembly, even if the Team Internal Affairs has formulated a negative opinion.

If the Team Internal Affairs thinks that more information is needed to make a decision at the GA, the Team Internal Affairs can request an organisation to send more detailed information, especially if there is doubt whether the organisation meets the criteria.

2.b Beginning for membership

The period of membership for organisations begins following the General Assembly (article 3.7). These organisations may stand for the positions open to their acquired status during the General Assembly.

Financial implications of membership come into effect on the 1st of January of the year following the General Assembly (article 3.7)

Organisations, which have applied for candidate membership, have to be informed about the result of the voting after the General Assembly.

The Team Internal Affairs will inform the organisation in writing.

2.c Loss of membership

Following Art. 3.9 a member can be dismissed from the Alliance, if it does not respect the rules and regulations set up in the Constitution or the Standing Orders.

It means that all items on the list "responsibilities of the members" (Art. 3.3.5, 3.4.4, and 3.5.5) can be reasons for dismissal (for full, associate or candidate members).

1/4 of all full and associate members can make a proposal to review the membership of an organisation.

The proposal is to be sent with an explanation of the reasons to the Team Internal Affairs at least twelve weeks before the General Assembly.

After a first written request from the Team Internal Affairs to the concerned member, the proposal is discussed   by the General Assembly and a vote by a majority of ¾ (three quarters) of the full and associate members present is necessary for the dismissal to come into action (Art. 3.9).

A candidate member loses its membership automatically, if it does not apply for (Art. 3.5.3) or does not obtain the full or associate membership after five years.

An excluded member cannot apply for candidate membership within a two-year period.

2.d Application procedure

Acceptance of New Members

New members will be admitted by an absolute majority vote of the full and

associate members of the Alliance present at the General Assembly (see

article 4.10) (article 3.6).

Explanation of article 3.6:

☐☐*An absolute majority in favour is more than 50% of the full and associate*

members, which are present at the General Assembly and use their right

to vote.

☐☐*The total number of votes in favour is calculated by counting all the full and associate*

members, which are present at the General Assembly. This means that

the full and associate members, which are absent, and the members which

do not use their right to vote, are excluded.

☐☐ *See for an example of the calculation of the absolute majority (Appendix 2).*

Procedure for voting on membership application

The procedure of the voting for membership goes as follows:

☐☐the Team Internal Affairs will give an introduction to the application of the applicant organisations.

☐☐the applicant organisation(s) can give a short presentation.

☐☐ the members can ask questions.

☐☐the applicant organisation(s) will be given the opportunity to answer

the questions of the members.

☐☐the applicant organisation(s) will leave the room.

☐☐ the members will discuss the application of the applicant

organisation(s), which will be led by the President.

☐☐the Team Internal Affairs may express the opinion of the EC and advise the members.

☐☐the members may say their opinion about the applicant.

☐☐the full and associate members will vote on the applicant(s) according

to the rules explained by the Voting Committee.

☐☐ the voting for the membership application will be done by ballot

(Appendix 5: Ballot form for membership).

☐☐ when two or more organisations have applied for membership, there will be a vote on the organisations all at the same time.

☐☐the Team Internal Affairs will announce the voting results to the GA.

☐☐the Voting Committee will show the applicants in.

☐☐the Team Internal Affairs will inform and explain the results of the vote to the applicant after coming in.

3. MEMBERSHIP FEE

Annual subscription

An annual subscription shall be payable by the members of the Alliance (article 8.5) as decided by the General Assembly.

As the annual subscription is based on the figures of exchange all members are responsible to send the statistics to the Alliance Secretariat until the 15th of February.

The amount is to be fixed by the Team Financial Management before the Technical Meeting for each member and must be paid before the beginning of General Assembly of the same year (article 8.5).

The annual subscription for new elected members is due on the 1st of January following the General Assembly (article 8.5).

Explanation of article 8.5:

☐☐ *All Alliance members must pay the inscription fee.*

☐☐ *The annual subscription system can only be decided by the General Assembly.*

☐☐ *The proposal to change the size of the subscription can be made at the GA.*

☐☐*The rights and obligations of the Team Financial Management: Team Financial Management can make a statement about proposals to change the size of the annual subscription.*

☐☐*Team Financial Management has to accept the change of the annual subscription if decided by the General Assembly.*

☐☐*A new elected organisation will be member after the closing of the General Assembly.*

They do not pay the membership fee in the year the organisation has been elected but in

the next year following the General Assembly, if the GA takes place after 1st of June.

Failing to pay the annual subscription

Any member who fails to pay the annual subscription in full forfeits its voting rights at the following General Assembly (article 8.6).

Explanation of article 8.6:

☐☐ *Normal practice is to pay during the Technical Meeting.*

☐☐ *If the organisation did not pay during the Technical Meeting, Team Financial Management will send a reminder within one month after the Technical Meeting.*

☐☐ *Members which have not paid before the beginning of the General Assembly do not have the right to vote at a General Assembly.*

☐☐ *It is the task of Team Financial Management to receive the membership fee in time and before the organisations can vote at the next General Assembly.*

☐☐ *Team Financial Management must inform an organisation in writing when an organisation has not been*

paying for a whole year. If an organisation has not paid for a whole year, the

treasurer will send a formal warning in January of the second year.

☐☐*Team Financial Management is responsible to inform the members in every General Assembly about an organisation which has not paid its membership fee.*

Forfeiting membership

Any member who is in two years or more in arrears with their subscription payments automatically forfeits its membership at the following General Assembly (article 8.7).

Explanation of article 8.7:

☐☐ *Membership will be forfeited when the subscription fee has not been paid for two years, counting from the date when the annual subscription begins, i.e. January.*

☐☐ *Team Financial Management is responsible to inform the members at the first coming General Assembly about an organisation which has forfeited its membership.*

Exceptions

A General Assembly may make exceptions to article 8.6 and 8.7 (article 8.8).

Explanation of article 8.8:

☐☐ *The General Assembly can decide to let the organisation which has forfeited its membership, stay a member of the Alliance.*

☐☐ *The General Assembly has to vote on the continuation of membership if an organisation has not paid the subscription for two years.*

☐☐ *In this case, there will only be voting about the continuation of membership, if an Alliance member or the Team Internal Affairs makes a proposal.*

☐☐ *The proposal for continuation of membership of a member which has forfeited its membership can be made before and at the General Assembly.*

4. CONSTITUTIONAL CHANGES

Amendments

The constitution can be amended or replaced by a General Assembly (article 10.1).

Any motion from full members in force must be submitted in writing to the General Secretary (article 10.1) at least six weeks in advance of the GA (article 10.1).

The GA will consider the motion (article 10.1).

The General Secretary, in collaboration with the NAG organizing the GA, will circulate the received motions to the members four weeks prior to the GA (article 10.1).

The amendments come into action after the rise of the General Assembly (article 10.1).

Explanation of article 10.1:

☐☐ *The motion has to be written, by e-mail or by mail.*

☐☐ *The General Secretary has to receive the amendment six weeks in advance by e-mail or mail.*

☐☐ *Associate members cannot make any amendments.*

☐☐ *After having received the proposals from the General Secretary, the members can make an amendment to the proposal before the General Assembly, i.e. four weeks in advance of the GA.*

☐☐ *Amendments to the motion have to be sent in writing to the General Secretary by e- mail or mail.*

☐☐ *The motion cannot be amended during the General Assembly.*

5. VOTING PROCEDURE

Voting Committee

If there will be a voting, the Chair will compose a Voting Committee after the agenda of   the General Assembly has been accepted. The Voting Committee will carry out the voting procedure. The Voting Committee will consist of three members: one member of the NAG GA; two full members of the Alliance, which are not any Teams Member.

Voting procedure by show of hands

The vote by show of hands goes as follows:

☐☐the Voting Committee will explain the procedure;

☐☐the voting will be checked and followed by the Voting Committee;

☐☐a clearly visible paper will be handed out to the members which want to vote;

☐☐the Chair will ask every member if they want to vote;

☐☐the total numbers of voting members will be counted;

☐☐the Chair will ask who is in favour of the motion;

☐☐the Voting Committee will count the number of votes in favour;

☐☐the Chair will ask who is against the motion;

☐☐the Voting Committee will count the number of votes against;

☐☐ the Chair will ask who abstains;

☐☐the Voting Committee will count the number of abstentions;

Voting procedure by electronic vote

The vote by electronic vote goes as follows:

☐☐the Voting Committee will explain the procedure;

☐☐the voting will be checked and followed by the Voting Committee;

☐☐the Chair will ask every member if they want to vote;

☐☐the total numbers of voting members will be counted;

❑❑the Chair will ask who is in favour, against or abstains from the motion;

❑❑the Voting Committee will get the numbers of votes in favour, against and abstention;

Voting procedure by ballot

The voting procedure by ballot goes as follows:

❑❑the Voting Committee will explain the voting procedure and the ballot.

❑❑before the voting, the Voting Committee will ask every member if they want to vote.

❑❑the Voting Committee will hand out a predefined form to the members

which want to vote (Appendix 4: Ballot form for proposals).

❑❑the Voting Committee will collect the results.

❑❑the Voting Committee will count the votes.

❑❑the Voting Committee will count the votes for a second time carried out by another person.

❑❑the formulation of the motion and the counts of votes will be written at

the form of voting results by the Voting Committee (Appendix 3: Voting

result form).

❑❑the Voting Committee will announce the results in the GA.

Voting procedure by e-vote

In exceptional cases when regular Assemblies cannot take a decision, or a decision needs to be taken between the regular Assemblies voting shall be done by e-vote. All issues, including constitutional issues, may be decided by e-vote. However, the Teams or an Assembly may only propose a motion for such a vote.

All organisations with voting rights valid at the time of the vote are entitled to vote. Voting is conducted by the Voting Committee of the previous Assembly.

The previous Chair or a member of the NAG GA disseminates the voting form and list of voting rights to all the members, indicating the deadline for submission of votes (date and time CET). The Voting Committee collects the

votes, counts the votes, and announces the results including the detailed results

by every organisation of such a vote within 3 working days.

Voting at the GA

The votes during the GA voting are formally counted when:

☐☐Votes on Constitution are made

☐☐Votes on Standing Orders are made

☐☐In any case when absolute majority is required

☐☐Any election is taking place

☐☐When the proponent requests it

☐☐When the GA chairperson requests it

☐☐When a delegate requests it at any time during the voting procedure

For any other vote during the GA the chairperson will make a visual judgement of majority for taking a decision. Any delegate can contest this judgement and demand a formal counting on the votes.

Any formal counting of the votes will be done by the appointed Voting Committee.

Motions

All motions shall be settled by vote by a show of hands or an electronic voting system, but the Chairperson of the Assembly may impose vote by ballot and shall do so if more than one of the present full and associate members so demand (article 4.10).

Each full member shall have one vote only and unless otherwise stated in the constitution all resolutions shall be passed by a simple majority of the full and associate members present (article 4.10).

Explanation of article 4.10:

☐☐ *Voting by ballot can be proposed by every full member of the Alliance.*

☐☐ *If two or more full members propose to vote by ballot, the voting will be done so.*

□□*A simple majority means more than 50% of the total number of full members present, which have voted in favour and which have voted against. This means that the members which have abstained are left out in the calculation of the simple majority.*

□□ *For the voting by ballot a special form will be used (Appendix 4: Ballot form for proposals).*

□□ *See for an example of the calculation of the simple majority Appendix 2.*

Procedure for constitutional changes

The procedure for constitutional changes at the GA goes as follows (reference to article 10.1 and article 4.10):

□□The full member which has put forward a motion, has the right to clarify the proposal.

□□The full member which has made an amendment to a motion, has the right to clarify the amendment.

□□Members are allowed to ask questions to this organisation.

□□Before voting the Chair may give every organisation the possibility to

voice its opinion.

□□Before discussion the chair may propose to make a list of speakers.

This means that organisations which want to clarify or to make a statement

have to list themselves beforehand.

□□The Chair can decide if discussion about the motion between members will be allowed. If the members agree more than one motion and amendment to a motion to change the constitution may be made.

In case of two or more motions to the same part of the constitution, there will at first be a voting on the motion which proposes the greatest change in the constitution, followed by a voting on the motion which contains a smaller change. The motion which proposes the smallest change will be voted on last.

If an amendment to a motion is made, there will be a voting at first on the amendment to the motion, and then a voting on the motion itself.

In case of more than one amendment to the same motion, there will be at first a voting on the amendment to the motion which proposes the greatest change, followed by a voting on the amendment which proposes a smaller change of the motion. The amendment which proposes the smallest change to the motion will be voted on last.

Procedure for non-constitutional changes and decision voting

The procedure for non-constitutional changes and decision voting at the GA goes as follows (reference to article 4.10):

☐☐ The member or the NAG or Team which has put forward a proposal, has the right to clarify and present shortly the proposal;

☐☐Members are allowed to ask questions regarding crucial details;

☐☐ Before voting the Chair may give every organisation the possibility to voice its opinion   and to briefly comment the point;

☐☐The Chair checks the need for further discussion (need to exchange on the issue or to amend the proposal considering received comments and feedback);

☐☐If needed, the Chair can ask the GA to assign specific time and method later, prioritizing the ones with more need/importance within the network. If not, voting follows directly after the final discussion in plenary.

6. GUIDELINES FOR DECISION-MAKING OUTSIDE OF SCHEDULED T-REX (TEAM REPRESENTATIVES EXPO) MEETINGS

Introduction

Due to the Alliance being better recognized and with an increased membership, the need arises more often to make a quick decision (regarding

an invitation. for example, or a grant). However, we do not have many T-REX (because of a lack of time and money) and we want to maintain both internal democracy and our control of information. Therefore, clear guidelines are

needed.

Standing orders for decisions which cannot wait for the next T-REX or GA

For each decision taken outside of the scheduled T-REX, any Team member must contact the M&E Team.

The M&E Team then informs all the Team members by e-mail containing:

☐☐ the subject

☐☐ the decision which must be taken

☐☐ a possible alternative decision

The M&E Team sets a fixed deadline for the reply to this e-mail.

Each Team member answers the question even if he has no opinion on the matter, giving both his reply and the reasons for this reply.

If an EC member has not replied, the M&E reaches out by any other means (phone, personal contacts etc.) for each Team to confirm whether they received the initial e-mail.

After gathering the decisions, the M&E Team will do the following:

☐☐   If all the Teams agree on the decision. the M&E Team takes no further action.

☐☐ If all the Teams do not agree, but a majority is in favour of the decision, then the motion is approved.

☐☐ If there is an equal number of members for and against the decision, the M&E Team compiles a résumé of the arguments and e-mails this to all Teams, in order to arrive at another decision.

If the decision is still split, the procedure has to be repeated until the motion reaches majority. Finally, the M&E Team sends the text of the final decision, perhaps accompanied by the reasons leading to this decision, to each member.

7. GUIDELINES FOR MANAGEMENT AND RESOLUTION OF CONFLICTS WITHIN ALLIANCE

7.1 Alliance is a cooperative network of independent organisations and does not interfere in internal affairs of its members. Nevertheless, members have the responsibility to comply with

adopted regulations and respect Alliance's constitutional documents. In case of

violation or risk of violation of those the Alliance could contribute to solve conflicts between members regarding issues that touch internal regulations of the network.

7.2 Members are entitled to involve the Internal Affairs Team when seeking solutions to conflicts with other members or partners and guests.

The following process provides a mediation pattern which aims at supporting members and preventing situations that could lead to the violation of the network's regulations and members' dismissal (ref. Art. 3.9, Alliance's Constitution).

In case of a conflict between members member has a right to turn to the Internal Affairs Team for the support. The Internal Affairs Team should evaluate whether the conflict concerns the Alliance and its functioning. In such case the Internal Affairs Team should first invite parties to solve the conflict bilaterally. If the conflict is not solved at bilateral level the Internal Affairs Team will apply the conflict resolution procedure as following:

The Internal Affairs Team is responsible to mediate between the organizations in conflict seeking the suitable solution and to submit recommendations based on the Alliance Constitution, Standing Orders and existing policies to the parties of conflict and to the members. The conflict parties should follow the

recommendations of the Internal Affairs Team. The Internal Affairs Team reports to the members and GA about the follow up and result of the mediation. Team members who belong to the same organisation as the subject matter are not allowed to participate in the conflict resolution procedure.

8. FINANCIAL REGULATIONS

T-REX (Team Representatives EXpo):

In each annual budget plan GA decides on the maximum amount which can be spent on Team meetings. All expenses below must be within this limit.

a) Travel refund

All Team members who participates an offline T-REX receive 100% travel refund. Guests who have been invited by the M&E Team can receive up to 100% of their travel costs, as long as there is no other source to cover these costs.

All travel costs are refunded on the basis of cheapest means of transportation. In the case of use of expensive means, permission of the Financial Management Team should be requested prior to purchase of the ticket.

b) Board & lodging

During T-REX, board and lodging is covered of every Team member and   the invited guests. In case of exceptionally high costs, the Team members may be requested to contribute to these costs.

Technical Meeting

Support fund requests for travel or participation fees

In case of emergency, members or invited guests for the TM may apply for funds to cover the costs for one delegate. In case no member can contribute to this request, Alliance's budget funding may be requested.

All applications should include the total cost of travel and/or participation with an explanation, why an additional fund is necessary. Non-members should explain why they want to take part in the meeting. Organisations, which send more than one delegate should be aware that there will not be any support funding. GA makes decision about such requests. If applications are made in the period between the GA and the TM, the Financial Management Team will decide on the basis of the Alliance budget, approved by the GA.

Granted Alliance events

General Conference / Post Camp Event / Alliance Seminars etc.

   a) Travel refund
   The host organisation makes a proposal on travel refund and participation conditions to the Financial Management Team and the members, in accordance with the grant provisions.

   b)EYF (and other) grants (if applied for in the name of the Alliance)
   All applications for grants in the name of the Alliance are prepared by the host organisations and signed and submitted by the Treasurer.

In case of approval of the grant, upon request to the Financial Management Team, the host organisation may receive advance payment on the grant (unless impossible).

General Assembly

a. Travel refund

In case there is no T-REX prior to the GA, all Team members who participate receive 100% travel refund for one delegate. Guests who have been invited by the M&E Team can receive up to 100% of their travel costs, as long as there is no other source to cover these costs.

b. Board & lodging

In the above situation, board and lodging is covered for Team members participating and invited guests.

c. Participation fees

In case there are any (i.e. if there no funding possibilities for the GA), contribution of member organisations or guests can be requested to cover the costs of the GA.

Necessary Action Groups

Each Necessary Action Group is responsible to secure the fundings for the completion of its task (for example to have internal physical meetings), unless the General Assembly decides that they can use Alliance own resources. In this last scenario, all actual expenses should not be higher than the estimated budget, approved by the General Assembly. Budget and accounts should be prepared in co-operation with the Treasurer.

External contacts

a. Travel refund

Team members or nominated delegates, participating in the non-Alliance meetings on behalf of the Alliance, may receive 100% travel refund, as long   as there is no other source to cover these costs.

b. Other costs

If the Alliance decides to send delegates to the non-Alliance meetings, board & lodging and participation fees may be covered, as long as there is no other source to cover these costs. In case of high costs, a contribution of the delegate can be asked.

Office supplies / Secretariat

The General Assembly will appoint a member organisation to host the Alliance Secretariat.

The hosting member will be responsible for employing the Alliance Secretary based on agreement with the Alliance.

All work implemented by the Secretariat during their employment in this position will belong to the Alliance and be coordinated by the M&E Team.

Team members and members with specific tasks within the Alliance may be refunded for offices supplies or miscellaneous expenses, which are directly related to their tasks and which are not covered by other sources.

The Financial Management Team decides about those refunds from the budget.

9. ESTABLISHMENT OF CENTRAL ARCHIVES FOR THE ALLIANCE

The Establishment of Central Archives is vital for a number of reasons:

In order to reflect the 'life' of the Alliance - to chart its development,

activities and demonstrate the conditions within which it works.

To be a source of reference material for any interested parties including individuals, organisations and institutions.

To ensure a continuity of common knowledge amongst those involved with the Alliance.

The technical aspects of maintaining the archives should conform with international standards for organisations of a similar type / character and reflects the resources and needs of the Alliance.

The archives should be located at the official, administrative address of the Alliance.

Furthermore:

Its location should be early displayed on all documents, letters, forms and official documentation of the Alliance.

All incoming mail and copies of all outgoing mail of the Alliance should be directed to the archives for storage purposes. Regular updating of the files

should be carried out as appropriate.

This address should be as permanent as is possible in practical terms.

Contact with the Archives and its workforce can be made through its official address. Although there may be initial "teething troubles" these will gradually be overcome as the archives system becomes established. At the end of the term of the respective mandate the Team members should send all related documents to the Archives. All member organisations of the Alliance should send their most relevant archival material to these central Archives.

The essential framework of the Archives is as follows:

☐☐   The Archives is divided into 2 parts:

A. documentation resulting from the activities of the Alliance itself acting

as an umbrella organisation for voluntary work.

B. documentation produced by the individual organisations who are members

of the Alliance, in carrying out their activities.

☐☐ Duration of Storage in the Archives (as a legal minimum)

A.   Documentation of the Alliance.

☐☐ Reports of the General Assemblies.

☐☐Externally audited Financial Reports for each consecutive year.

These should be stored indefinitely.

☐☐ Reports of the General Conferences.

☐☐ Minutes of T-REX.

⇒   These should be stored for 10 years.

☐☐   Reports of the Technical Meeting.

☐☐   Reports of the Post Camp Events.

⇒   These should be stored for 5 years.

☐☐   Responsibility for assuring the smooth running of the Archives and

ensuring its continuing existence should be with the Knowledge

Hub.

☐☐ Financial provision for the Archives should be made in the annual

budget of the Alliance. It is therefore submitted that a decision

should be taken by the Alliance concerning the establishment of

Central Archives taking into account the political, financial and

organisational aspects of doing so.

10.   WORKING METHODS BETWEEN THE TEAMS, THE NAGS (NECESSARY ACTION GROUPS) AND THE MEETING HOSTS

The following section outlines the different kinds of meetings that may be

organised and hosted by Alliance members and states the respective roles and

obligations of the Alliance and host organisations for each.

Alliance meetings that are hosted by an Alliance member organisation remain an Alliance meeting and thus under the authority of the Alliance bodies that are responsible for them (Teams, Necessary Action Groups - NAGs), if:

☐ the meeting is one of the annual events decided by the General Assembly

and included in the Plan of Action

☐ the meeting is grant-aided in the name of the Alliance

☐ Composition of the NAG responsible for an Alliance event: The host organisation, once appointed by the General Assembly, automatically becomes a member of the NAG. Any other representatives of Alliance member organisations,

Team members, staff and other Alliance bodies can become a member of the NAG, by replying to the call that is launched after the General Assembly.

The obligations of the host organisation and the Alliance are the following:

The grants are sought in the name of the Alliance, thus applications should always be sent through the Financial Management Team. In order to avoid cash flow problems, the Alliance can make an advance, if its own cash situation permits. Otherwise, as soon as the first part of the grant is received, the Alliance must transfer the money to the host organisation. For grant-aided meetings, 10% of the total grant should be allocated to the Alliance, in order to cover general administrative costs.

The invitation list is NAG responsibility.

Invitations should be sent by the meeting host - their contents may be studied

together with the NAG.

Any subsequent changes concerning the meetings (programme and other)

should only be made in agreement with the NAG.

The host organisation is in charge of the practical logistics, co-ordinating and

leading the meeting (except for the GA), but it can ask the rest of the NAG for

support, if necessary.

The host must send a financial report and the balance sheet to the Financial

Management Team no later than two months after the meeting, on headed

notepaper, dated, signed and stamped, for inclusion within the Alliance

accounts. For grant-aided meetings, this financial report should also include copies of all the receipts for expenses for the meeting and should, once approved, be sent by the Financial Management Team, to the funding institution.

Of course, Alliance members are free to organise other meetings inviting all or some member organisations. This is not an Alliance meeting and therefore the Alliance has no right to intervene at all, nor is responsible at any level in the organisation of the meeting.

11.   PARTNERS

11.1. According to the Alliance Constitution Art. 3.11. the Alliance has Partners. A partner is an organisation involved in International Voluntary Service, implementing workcamps, currently working with Alliance members and well known by the Alliance because they have already joined events they were invited to; they already respect and follow Alliance Quality Charter. There are no geographical criteria, but the focus should be on European countries, where we don't have any members.

11.2 Partner organisations have the following rights

☐☐ Partner organisations have permanent invitations to take part in certain Alliance Events (TM, evaluation event, and GC).

☐☐They can have as many partnerships as they like (and Alliance members wish).

☐☐They use the standard exchange system of the Alliance, as described in the

Alliance Guidebook.

☐☐They can propose update on all technical matters.

11.3 Partner organisations have the following responsibilities

☐☐Partner organisations are responsible to follow and respect the Alliance philosophy (explained in the preamble of the Constitution), the Alliance Quality Charter, and follow the rules of the host organisations (before, during, and after the events).

☐☐They have to pay not later than Technical Meeting the Partnership Fee
     to the Alliance budget.

☐☐In case the partnership fee is not paid, the same rules than for the
     membership fees applies.

☐☐They have to provide all necessary documents (program, evaluation,
     statistics, questionnaire, report, financial aspects, etc.) when requested.

☐☐They have to inform the Internal Affairs Team of any change in their addresses
and contact persons.

11.4 After three years in a guest status, an organisation should apply to
       become an Alliance partner. In order to obtain this status it has to send a
       letter to Internal Affairs Team, and this application is brought for voting at
       the next GA. An absolute majority of the members present is necessary for
       approval of such an application. The organisations requesting the partner
       status are not invited to the GA. After the GA the Internal Affairs Team sends
       a letter to the organisation to inform them if they are accepted or not.

11.5 The partnership status has to be reconfirmed every 5 (five) years by a
simple majority of the members present at the GA. If the partnership status is
not reconfirmed, the partner organisation enters a one-year evaluation process
as described in Article 11.6.

11.6 The evaluation of the partnership status should be initiated if the request
of at least 5 (five) Alliance members is submitted to the Internal Affairs Team,
this team identifies a specific need and/or the partnership status is not
reconfirmed by the GA as described in Article 11.5. Alliance members are
responsible for the evaluation of the cooperation with partners and the
reconfirmation of their Partner status. Based on the outcomes of the evaluation,
the partnership status is reconfirmed by a simple majority of the members
present at the GA. If the partnership status is not reconfirmed in the first year,
the partner organisation

is contacted to get support by the network and its member organisations. The following year a new evaluation is conducted. In case the partnership requirements are not met, the process of losing partner status may be initiated. This motion has to be supported by a simple majority of the members present at the GA.

11.7   After losing the partnership status, an organisation may apply for becoming a guest (see the procedure for becoming a guest). The organisation benefits from the same procedure as organisations renewing their Guest status.

12.   GUESTS AND GUEST ORGANIZATIONS

12.1. A guest organisation is a new organisation, organising, or planning to organise, international voluntary service activities, which Alliance members would like to meet to start or develop partnership. Guest status entitles organisations to one-year participation to Alliance events. The main criteria for guest organisations must be the quality of the work and the potential of co-operation within the Alliance.

12.2. The Internal Affairs Team and the host organisation can invite individuals and networks as guests to the Alliance events. The Internal Affairs can invite organisations according to the membership policy paper.

12.3. Guest organisations have the following rights:
- A guest organisation has a one-year invitation (from GA to GA, including the TM), which consists of the preparation phase, co-operation and evaluation phases. This should be led by the tutor organisation.
- It can start as many partnerships as it likes (and Alliance members wish), and it is not limited to organisations which have supported its

participation.

- To be supported to organize international voluntary service activities of a good quality   in accordance to the Alliance Quality charter.

- An organization can be accepted as guest for a maximum of three years. It is expected that, after three years of being guest, an organization applies for partner status if it fulfils the criteria (see procedure for Partners).

12.4.   Guest organisations have the following responsibilities:

- The guest organisations must follow the rules of the event,

- Be prepared for participation in the events (with assistance of the supporting members and/or Teams),

- Respect and follow the Alliance Quality Charter,

12.5.   An organisation interested in being invited to the Alliance events as a guest shall   contact at least five member organisations that will act as supporting members and provide the guest application form (Appendix 12) at least three weeks before the GA. Supporting member should send the "letter of support" to the Internal Affairs Team at least three weeks before the GA. The content of the message should contain the information as in Appendix 13. The organisation giving the "letter of support" should take responsibility to ensure that the guest is following the Alliance Quality Charter. As an exception, a new organization that wants to be invited to an Alliance event for the first time can be introduced by at least one supporting member to the Internal Affairs Team which shall decide using the provision of Art. 12.2.

12.6.   At the General Assembly the members take a decision about the guest applications one by one for the following year by absolute majority vote. One of the supporting members has to take the function of tutor of the guest for the following year. If there is no organization willing to take on this task, the organization can't be accepted as a guest.

12.7. A guest organisation automatically loses this status after 1 (one) year

(from GA to GA). The organisation can apply to become a guest again and should provide data on exchanges with Alliance members and partners; if necessary the Tutor should provide additional feedback. At the General Assembly the members take a decision about the renewal.

If the Guest organization doesn't show interest in renewing its status for at least two years the procedure stated in 12.5 applies.

13.   NECESSARY ACTION GROUPS (NAGS)

A NAG is a temporary, self-organized group with a clear, time-limited and specific task to prepare, implement and complete. When an activity is essential for the existence of the network, it becomes a task for a NAG. These tasks can be either recurrent events that are necessary for the life of the network (GA, TM, Joint Meeting etc.) or specific actions that the Alliance considers essential for its survival in the following year.

Each NAG receives clear guidelines by the General Assembly, in order to complete its task. All this information is outlined in the yearly Plan of Action (output - expected outcomes/impact, success indicators to measure progress) and, in the case of events, also in the Standing Orders. The Plan of Action contains only the activities to be implemented by NAGs.

A NAG is responsible to secure the fundings for the completion of its tasks (for example to have internal physical meetings), unless it is decided by the GA that they can use Alliance own resources, therefore a budget is allocated to its task. It communicates regularly to the Alliance members.

The NAG is aiming for high quality, therefore the members are experienced on the topic and cover all the expertise needed to complete the task on high quality.
It receives the support of other Team members that are not part of the NAG, when and if needed.

All individuals mandated by member organisations can form part of a NAG. Its composition depends on the expertise needed to complete the task. Members of the Teams and staff can also be part of a NAG. After the General Assembly and the approval of the Plan of Action, a call is sent out for the needed NAGs. There is no minimum or maximum number of members, nor there is a selection process. If during the year a NAG needs more expertise in the group in order to complete the task, new members can join based on the specific need.

The NAG dissolves once the task is completed.

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14.   COMMUNITIES OF INTEREST (COI)

COIs are the fertile soil for new ideas and try-outs, with the aim to develop the Alliance network and at the same time motivate new people to start engaging and take more responsibility and ownership through tasks, projects, activities, campaigns, training, etc.

The reference document for the creation of a COI and for the development of its work, is the Strategic Direction: this document sets the priorities of the Alliance for the following 6 years and is adopted by the General Assembly of members. COI's projects are not part of the Plan of Action. In case they raise an issue or develop an initiative that is considered fundamental for the network, they can be translated into tasks of the next Plan of Action, where a NAG will be assigned.

For COIs there is space to make mistakes, incompletion and failures. They can fail without putting in danger the survival of the network.

An online platform allows members to see the existing COIs and their contact e-mail. COIs can ask support from the Teams and other network bodies, but they are responsible for their activities, i.e.

COIs cannot impose responsibility on the Teams. COIs do not have a pre-set budget from the Alliance and they cannot as such request for financial resources to the network, unless they propose a task for the Plan of Action to be implemented by a new NAG in the following year.

Creation:
● They are formed respecting the Strategic Direction defined by the GA
● COIs can be created at any time along the year by individuals mandate by Alliance member organisations
● The Interface will crosscheck that the proposed COI is in line with the Strategic Direction and if yes, approve its launch
● There is no minimum or maximum number of members
● The possibility to join the COIs is promoted continuously by the member organisations in their own events as well as at Alliance and other IVS events, in a
grassroot youth work approach.

Monitoring:
● The Interface is responsible for the COIs and it represents them at the General Assembly and other meetings
● COIs as such cannot make proposals to the General Assembly
● The Interface is supporting the COIs to preserve their results within the Alliance structures as well as to facilitate their members moving to NAGs and Teams positions.
● Interface makes a report to the GA about the last year's activities of the COIs

Dissolution:
● COIs are not accountable, therefore if they stop doing their activities they dissolve naturally

● Completion of a COI means that all the actions are done, the results are evaluated and published (a report presented to the GA, the result is recorded in the Alliance archives).

APPENDIX 1-A   CANDIDATE MEMBERSHIP APPLICATION FORM

CANDIDATE MEMBERSHIP APPLICATION FORM

To be filled out by the organisation which wants to apply for candidate membership of the Alliance of European Voluntary Service Organisation?

GENERAL INFORMATION

Name of organisation:	
Founded in (year):	
Number of members:	
Address (postal):	
Telephone:	
Fax:	
Email:	
Website:	
Contact person (for the Alliance):	
Email-Address of this contact person:	
Membership in other international networks or organisations:	

INFORMATION ON THE ORGANISATION

What are the aims of your organisation?

What are the activities of your organisation?

What is the target group for your activities?

What is the geographical scope for your activities?

How many people work in the secretariat/office?

Can you give a short description of the organisational structure?

List of names of the people involved in making of decisions and of the senior executive staff.

Are you affiliated with other organisations on national or international level? (Please, specify.)

Do you have other activities than short term voluntary service? If yes, what are they?

If short term voluntary service is not the only activity of your organisation, what is the percentage of short termvoluntary service in comparison to the total activities?

MEMBERSHIP EXPECTATIONS

Why do you seek membership with the Alliance?

What can you offer to the Alliance? Community of Interest/Necessary Action Group/Team membership, special activities, networking, specific knowledge?

MEMBERSHIP CRITERIA

How is your organisation involved in international voluntary service?

Is your organisation an independent national organisation? Does it have any relationship with a governmental structure? Do you have any branches or offices in other countries?

What is the official or legal status of your organisation in your country?

Does your organisation have a structure that encourages young people to play an active role in the organisation?

How are young people involve?

Does your organisation accept the provisions of the Alliance constitution (preamble, article 3.1).

COOPERATION WITH ALLIANCE MEMBERS

Has your organisation carried out international voluntary service in your own country for at least two years?

(Please, specify.)

Did your organisation have an exchange relationship with Alliance members for at least two years? (Please,

specify, mention the activities and the years.)

From which Alliance members did you receive volunteers in former years?

To which Alliance members did you send volunteers in former years?

Please add

-        **evidence of the legal recognition of your organisation in your country.**

-        **constitution of the organisation.**

-        **leaflets about the organisation and the activities**

APPENDIX 1-B   ASSOCIATE MEMBERSHIP APPLICATION FORM

ASSOCIATE MEMBERSHIP APPLICATION FORM

To be filled out by the organisation which wants to apply for associate membership of the Alliance of European Voluntary Service Organisation

GENERAL INFORMATION

Name of organisation:	
Founded in (year):	
Alliance candidate since (year):	
Number of members:	
Address (postal):	
Telephone:	
Fax:	
Email:	
Website:	
Contact person (for the Alliance):	
Email-Address of this contact person:	

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Membership in other international networks or organisations:	

MEMBERSHIP CRITERIAS

Has your organisation been a candidate member of the Alliance for at least the two years at the next General Assembly?

Has your organisation carried out international voluntary service in your own country for at least two years? (Please, specify.)

CO-OPERATION WITH ALLIANCE MEMBERS

Did your organisation have an exchange relationship with Alliance members for at least two years? (Please, specify, mention the activities of the last two years.)

From which Alliance members did you receive volunteers in the last two years?

To which Alliance members did you send volunteers in the last two years?

Please add: leaflets about the organisation and the general activities.

APPENDIX 1-C   FULL MEMBERSHIP APPLICATION FORM

FULL MEMBERSHIP APPLICATION FORM

To be filled out by the organisation which wants to apply for full membership of the Alliance of European Voluntary Service Organisation?

GENERAL INFORMATION

Name of organisation:	
Founded in (year):	
Alliance candidate since (year):	
Number of members:	
Address (postal):	
Telephone:	
Fax:	
Email:	
Website:	
Contact person (for the Alliance):	
Email-Address of this contact person:	
Membership in other international networks or organisations:	

MEMBERSHIP CRITERIAS

Is your organisation situated in a country which is situated in Europe?

Has your organisation been a candidate member of the Alliance for at least the two years at the next General Assembly?

Has your organisation carried out international voluntary service in your own country for at least two years? (Please, specify.)

CO-OPERATION WITH ALLIANCE MEMBERS

Did your organisation have an exchange relationship with Alliance members for at least two years? (Please, specify, mention the activities of the last two years.)

From which Alliance members did you receive volunteers in the last two years?

To which Alliance members did you send volunteers in the last two years?

Please add: leaflets about the organisation and the general activities.

By submitting these data of your organisation, you give your consent for the Alliance to keep them in the network archives. You can at any moment require for your data to be deleted, by contacting alliance@alliance-network.eu
In compliance with GDPR regulation of 2018

APPENDIX 2 EXAMPLES OF CALCULATION OF ABSOLUTE AND SIMPLE MAJORITY

[Read articles 3.6.4.5.4.10,4.12 and 10.1 of the constitution of the Alliance.]

Definitions:

- <u>guaranteed majority</u>: the majority has been quantified beforehand mentioned in the constitution; more than a certain number of votes, f.ex. more than 2/3 of al! the members.

- <u>absolute majority</u>: number of votes in favour is greater than the total of the number of votes against and the number of abstentions. All members which voted are included. This means that possibly non valid votes (by ballot) are also counted.

- <u>simple majority</u>: number of votes in favour is greater than the number of votes against. The simple   majority is only decided by the votes in favour and by the votes against. Non   valid votes and abstentions are not included in the calculation.

- <u>quorum</u>: a fixed minimum number of members allowed vote, which has to be present at the meeting to be able to have a vote on a proposal. This is mentioned in the constitution.

F:　　　the　　　number　　　of　　　votes　　　in　　　favour

A: the number of votes against

AB: the number of abstentions; this means voting but not having chosen in favour or against.

N: the number of non-valid votes; f.ex. vote by ballot: form which has been wrongly filled in. This iscounted as abstention.

TM:　　the total number of members present at the meeting, allowed to vote.

NV:　　the organ isations which do not want to vote.

TV:　　the total number of votes.

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The total number of votes it has to be defined before the voting takes place. It might happen that an organisation which has the right to vote, does not want

to vote. Therefore, one has to ask how many organisations will vote on the proposal.

Thus: TV = TM - NV

Or: TV =F + A + AB + N

AM: the absolute majority is more than the half of alt the votes.
         According the rule: AM > 1/2 * TV.

SM: the simple majority is more than the half of the number of votes in
favour and the number of votes against.

According the rule: SM > 1/2 * (A+F).

Example I

- an organisation has 26 members which are allowed to vote.
- 25 members are present at the General Assembly.
- 2 members do not want to make a vote.
- at the meeting there is a vote by ballot.
- 13 votes in favour; 6 votes against; 3 abstentions; 1 form shows irregularities.

TM = 25

NV = 2

TV = 25 - 2 = 23

F = 13

A = 6

AB = 3

N = 1

AM = 1/2 * 23 = 11.5; F > AM, there is an absolute majority to accept the proposal. SM = 1/2 * (13 + 6) = 8,5; F > SM, there is a simple majority to accept the proposal.

Example 2

- an organisation has 26 members which are allowed to vote.
- 25 members are present at the General Assembly.
- 2 members do not want to make a vote; 23 members have made their vote.
- at the meeting there is a vote by ballot.
- 7 votes in favour: 6 votes against; 9 abstentions; 1 form shows irregularities.

TM = 25

NV = 2

TV = 25 - 2 = 23

F = 7

A = 6

AB = 9

N = 1

AM = 1/2 * 23 = 11,5; F < AM, there is not an absolute majority to accept the proposal. SM = 1/2 * (7 + 6) = 6,5; F> SM, there is a simple majority to accept the proposal.

APPENDIX 3   VOTING RESULT FORM

To be used by the Voting Committee when counting votes.

Proposal number (reference to minutes):	Number of voting organisations present:	
Description:		
Total counts: In favour	Total counts: Against	Total counts: Abstention
Voting result[1]: Accepted / Not accepted		
Signature Voting Committee[2]:		

[1]Make a circle around the option which is the result of the voting.

[2]Every voting procedure has to be signed by the Voting Committee.

APPENDIX 4   BALLOT FORM FOR PROPOSALS

Proposal number:		
In favour	Against	Abstention

Explanation:

Make your vote by crossing in one of the open spaces under the three options:

In favour: We want this proposal to be accepted.

Against: We do not want this proposal to be accepted.

Abstention:

We do not want to vote in favour or against this proposal.

Voting forms of which more than one option has been filled in are not valid.

If you have made a mistake on your voting form, ask the Voting Committee for a new voting form.

APPENDIX 5   BALLOT FORM FOR MEMBERSHIP

NAME OF THE APPLICANT ORGANISATION: TO BE FILLED IN BY THE NAG GA (BEFOREHAND)		
In favour	Against	Abstention

Explanation:

Make your vote by crossing in one of the open spaces under the three options:

In favour: We want this applicant organisation to become member of the Alliance.

Against: We do not want this applicant organisation to become member of the Alliance.

Abstention: We do not want to vote in favour or against the application of this applicant organisation.

Voting forms of which more than one option has been filled in are not valid.

If you have made a mistake on your voting form, ask the Voting Committee for a new voting form.

APPENDIX 6 PROXY VOTING PROCEDURE

A member organisation who is not able to attend to any voting session by any reason during a General Assembly, may transfer its voting right to another organisation. The case should be declared in written form, by the proxy giving organisation to the voting committee before the General Assembly.

Each participating full member can hold only one proxy vote from a member organisation who is not able to attend.

If the proxy giving organisation is not participating in the General Assembly at all, the proxy has to reach the NAG GA of the Alliance before the General Assembly, in written form. The beginning of the proxy should be clearly indicated whether it is for the whole General Assembly or only for a certain period or after a certain time during the General Assembly.

Here is an example for the proxy giving:

To the Voting Committee of the Alliance General Assembly (year)
OR
To the NAG GA of the Alliance (if the organisation is not participating in the General Conference before the General Assembly)

(Name of organisation) hereby request that our proxy at the Alliance General Assembly (year) be carried by (Name of the chosen organisation) for

the whole GA
during our absence between ... and ... .
after we leave the GA

Signature   Date

APPENDIX 7   WHAT TO CONSIDER WHEN THINKING OF HOSTING ALLIANCE GA (RECOMMENDED CRITERIA FOR GA HOSTS)

Recognising the importance of the General Assembly as a core event of the Alliance it is strongly recommended that application for hosting this Alliance event always meets the following criteria:

- The venue can accommodate around 100 participants during a period up to 4 days excluding travel days;
- The venue should be easily accessible in terms of international and local travel;
- The plenary room should have enough space for 100 places, possibly with less formal setting (e.g. several round tables) to enable non-formal methods of exchange, and should be equipped with microphones and projector;
- Additional working space for smaller groups should be available, as well as informal spaces where members can continue to have discussions in an informal way;
- Detailed and true travel/venue information should be presented to the members not later than the preceding GA;
- Internet access, stationery, meeting rooms and the standard working facilities should be easily available and included in the hosting costs;
- The host should be able to cater to the special needs of participants;
- To have in mind the possible need to apply for visa for participants;
- The GA should take place at the beginning of November;
- The hosting costs should be kept as low as possible yet enabling the host to maintain good hospitality standard. The suggested maximum amount is 50 Euros/person/day.
- The Financial Management Team shall be informed about the potential costs resulting from cancellation policies.
- When choosing the host organisation those members who never hosted GA before should be given the priority.

APPENDIX 8 WHAT TO CONSIDER WHEN THINKING OF HOSTING ALLIANCE TM (RECOMMENDED CRITERIA FOR TM HOSTS)

Recognizing the importance of Technical Meeting as a core event of the Alliance it is strongly recommended that application for hosting this Alliance event always meets the following criteria:

- The venue can accommodate at least 150 participants during period of about one week;
- The venue should be easily accessible in terms of international and local travel;
- The venue should have at least 2 meetings rooms for bilaterals, one for members and one for partners and guests;
- Detailed and true travel/venue information should be presented to the participants;
- Internet access should be easily available and preferably included in the participation fee;
- To have in mind the possible need to apply for visa for the majority of participants;
- The period of Technical Meeting should be during the first week of March, and it should cover one weekend to secure lower rates for international travel;
- The participation fee should be kept as low as possible yet enabling host to maintain good hospitality standard. The amounts depend on the country where the event takes place and it should be based on Erasmus+ organizational support (Mobility of youth workers).
- To have in mind the cancellation policy of the venue and clearly communicate it (if necessary) to the MOs/partners/guests in the infosheet and to add the cancellation policy in the registration form.
- When choosing the host organisation those members who never hosted TM before should be given the priority.

APPENDIX 9   INFORMATION DISSEMINATION

(see explanation of the proposal in a separate document)

The responsibility for managing dissemination of information in the Alliance lies on the Team Knowledge Hub. The Alliance website should be a preferred means for information dissemination.

General Assembly:

Beside formal and constitutional needs, it is recommended to send not more than 4 emails prior the General Assembly, gathering the different information, calls and proposals for the General Assembly. Reminders and emails regarding other topics can be additionally send.

An **online folder** open to all the member organisations is recommended as it enable sharing the documents easily and having permanent access to them. A **summary** of the documents enables to have an overview.

Also, to facilitate the appropriation of the different documents:

Presenters should include a summary and the proposal listed in bullet points.

The **length** of the proposals should be no more than 3.000 words long, including the background information.

In case of any changes after the deadline for submission, **changes** should be clearly highlighted in the new version;

In order to respect and follow the **deadlines** of proposals submission and to enable representatives and proxy voters to prepare properly, last-minute proposals should be submitted only in exceptional cases and the GA has to allow the addition before these proposals can be discussed and extended by plenaries.

Knowledge Hub:

Decision list of the General Assemblies with the adopted Plan of Action and the summaries of T-REX shall be circulated to **all members** no later than 4 weeks after the event. The draft Minutes of the General Assembly shall be sent out to the members no   later than 3 weeks

before the Technical Meeting. The draft Minutes of the T-REX shall be available to the members no later than 4 weeks after the meeting; a decision list of the

T-REX no later than 2 weeks after every meeting.

Information on the meeting/event of the Alliance representative(s) should be circulated to all members within 4 weeks after the event under the responsibility of the representative. All members have the right to be informed about all invitations received.

Members shall be informed about all contracts and agreements signed in the name of the Alliance within 4 weeks after it is done. Each member, at their request, has the right to receive the full copy of the above.

APPENDIX 10   GUEST APPLICATION FORM

GUEST APPLICATION FORM

To be filled out by organisations that want to apply for guest status of the Alliance of European Voluntary Service Organisation.

To be sent to the Internal Affairs Team (internal.affairs@alliance-network.eu) at least three weeks before the General Assembly of the Alliance.

GENERAL INFORMATION

Name of organisation:

Founded in (year):

Legal status:

Number of members:

Address (postal):

Telephone:

Fax:

Email:

Website:

Contact person (for the Alliance):

Email:

Membership/Partnership and/or branch in other international networks or organisations:

INFORMATION ON THE ORGANISATION

1.   What are the aims of your organisation?

2.   What are the activities of your organisation?

3.   What is the target group for your activities?

4.   Please give some details of your workcamps (type of activities, duration, number of international/national volunteers, leaders/coordinators, etc.) If you are not organising any, please give details about your

implementation plans for the coming year.

5.   In the last 3 years:

a. How many workcamps, M/LTV projects did you organise?

b. How many international volunteers did you host (workcamps, M/LTV):

c. How many volunteers did you send abroad (workcamps, M/LTV):

d. Which Alliance members have you cooperated with and in what capacity:

6. How many people work in your office?

7. Can you give a short description of the organisational structure?

8. Why do you seek guest status with the Alliance?

9. How could you contribute to the Alliance?

By submitting this application you agree that you have read, understood and will fully comply with the Alliance Quality charter.

APPENDIX 11   LETTER OF SUPPORT

LETTER OF SUPPORT

To be provided by the member organisation wanting to support new guests of the Alliance of European Voluntary Service Organisation.

To be sent to the Alliance General Secretary (general-secretary@alliance-network.eu) at least three weeks before the General Assembly of the Alliance.

The letter should include the following information:
- Name of the member organisation:
- Name of the supported organisation:
- When did you start cooperating (year)?
- What kind of activities have you jointly implemented?
- If you have already had volunteers' exchanges how many volunteers did you send and receive?
- What benefits will the Alliance gain by the participation of this organisation?
- Are you willing to be the Tutor of this organisation during the following year?

APPENDIX 12   PARTNER APPLICATION FORM

PARTNER APPLICATION FORM

To be filled out by organisations that want to apply for partner status of the Alliance of European Voluntary Service Organisation.

To be sent to the Internal Affairs Team (internal.affairs@alliance-network.eu) at least three weeks before the General Assembly of the Alliance.

GENERAL INFORMATION

Name of organisation:

Founded in (year):

Legal status:

Number of members:

Address (postal):

Telephone:

Fax:

Email:

Website:

Contact person (for the Alliance):

Email:

Membership/Partnership and/or branch in other international networks or organisations:

INFORMATION ON THE ORGANISATION

- What are the aims of your organisation?
- What are the activities of your organisation?
- In which years have you hold the guest status in Alliance?
- How did your organisation   benefit from   the cooperation with Alliance/Alliance organisations. How many/With which member organisations did you cooperate with?
- What is the target group for your activities?

- Please give some details of your workcamps (type of activities, duration, number of international/national volunteers, leaders/coordinators, etc.)

Year 2022

- In the last 3 years:
  - How many workcamps, M/LTV projects did you organize yearly?
  - How many international volunteers did you host yearly(workcamps, M/LTV):
  - How many volunteers did you send abroad yearly(workcamps, M/LTV):
  - Which Alliance members/partners have you cooperated with and in what capacity:
- How many people work in your office?
- Can you give a short description of the organizational structure?
- Do you know the membership policy and Constitutional documents of the Alliance? Do you know rights and duties of the partners?
- Why do you seek partner status with the Alliance?
- How could you contribute to the Alliance?

By submitting this application, you agree that you have read, understood and will fully comply with the Alliance Quality charter.

By submitting these data of your organisation, you give your consent for the Alliance to keep them in the network archives.
You can at any moment require for your data to be deleted, by contacting alliance@alliance-network.eu
In compliance with GDPR regulation of 2018